



Intro to Microsoft Word Tech
Cohort Kick-Off Webinar
April 27th, 2023

Nothing says party like Microsoft Word Tech Cohort Kick-Off!



Learning Objectives for the Kick-Off

- Review the cohort format and expectations
- Review how to log into Universal Class and MSL Learn to access the cohort materials
- Discuss any questions about the cohort format

At the end of this webinar, we want you to have the information to decide if you want to participate in this cohort or not!

Intro to Microsoft Word Cohort Overview

- Who: Anyone interested in learning how to use Microsoft Word
- When: May 1st – June 22nd, 2023
- Why: To provide librarians with a baseline, foundational knowledge of Microsoft Word

Cohort Format

- Made up of two separate parts:
 - MSL Learn Course: This is how MSL will track your progress through the cohort, and how you will earn your Technology CE credits
 - Universal Class Microsoft Word Course through Libby Extras: This contains the actual course materials that you will be reading through on your own time.
 - NOTE: You need both parts to complete the cohort!
- To get the 7 Technology CE credits, you will need to complete ALL required activities, no partial credit will be awarded
- For Universal Class Access, you need a library card from a Montana Library 2 Go library

Cohort Format Cont.

- The Universal Class Course has 14 Lessons, which we have divided into 7 Modules in MSL Learn (2 lessons per module)
- Each Universal Class lesson has the following components:
 - Reading
 - Practice assignments
 - Additional reading/supplemental links
- Once you complete the 2 lessons in Universal Class, you can then complete the Module in MSL Learn

MSL Learn Module Completion

- To complete a Module in MSL Learn, you will need to:
 - Read through the two lessons in Universal Class
 - Submit two assignments in MSL Learn:
 - What is something new you learned this module?
 - What is something you still have questions on?
- You proceed to the next Module in MSL Learn as you complete the previous one.
- You can complete the Modules as quickly or slowly as you like, as long as it is between 5/1 – 6/22

MSL Learn



Home My courses



x

▼ Welcome to the Spring 20...

● Start Here!

> Module 1

> Module 2

> Module 3

> Module 4

> Module 5

> Module 6

> Module 7

> Course Wrap Up

Spring 2023 Intro to Microsoft Word Tech Cohort

Course

▼ Welcome to the Spring 2023 Intro to Microsoft Word Tech Cohort! Collapse all

This learning cohort is for any Montana librarian who is interested in learning how to use Microsoft Word through the Universal Class course: Introduction to Microsoft Word 2021.



The course opens on May 1, 2023 and closes on June 22, 2023.

We will kick-off with a Zoom meeting on Thursday, April 27th at 2:00 p.m.

- Visit ASPeN to register.

We will wrap up the cohort with a Zoom meeting on Thursday, June 22 at 1:30 p.m.

- Visit ASPeN to register.



Start Here!

▼ Done: View

MSL Learn Course Support

Amelea Kim



Lifelong Learning Librarian



HELP!

For technical issues, please submit a Help Ticket.



Module Format

▼ Module 1

Welcome to Module 1 of the 2023 Intro to Microsoft Word Cohort! Please follow the directions below to complete Module 1:

- Log into Universal Class and complete Lesson 1 and 2 of the Microsoft Word 2021 Class.
 - Lesson 1: Introduction to Microsoft Word 2021
 - Lesson 2: How to Create, Format, Style, and Save Word Documents
- Complete the [Week 1 Assignment](#) to unlock Module 2.
- Optional: Respond to the weekly forum with questions/troubleshooting for the cohort.



Week 1 Assignment

✓ Done: View

To do: Make a submission

Opens: Monday, May 1, 2023, 12:00 AM

Due: Tuesday, June 27, 2023, 1:00 AM

Make a post each week to unlock the next week's topic and assignment.

Submit your responses to these questions:

1. What did you learn this week?
2. What is one question you want to have answered?

Please copy the questions and add your reply to submit this assignment.



Not available unless: The activity [Start Here!](#) is marked complete



Module 1 Question Forum

Optional: Respond in the forum to questions!

- I will compile all of the “What is something you still have questions on?” questions and put them in each Module’s forum. You can browse through the questions and respond if you know the answer!

Adding a Forum Post

The screenshot shows a forum interface for "2023_WordCohort / Module 1 Question Forum". The forum title is "Module 1 Question Forum" with a red speech bubble icon. A search bar is on the left, and a "Subscribe to forum" button is on the right. A dropdown menu shows "Display replies in nested form" and a "Settings" button. The forum post content includes the title "Module 1 Question Forum", the date "Wednesday, April 5, 2023, 9:51 AM", and the text "Optional: Post to the weekly forum with questions/troubleshooting in Module 1. You can add images or other advanced content to help demonstrate your question or solution." Below the text is a large text input area with a placeholder "Write your reply here". To the right of the input area are "Permalink" and "Reply" links. At the bottom left are "Post to forum" and "Cancel" buttons. At the bottom right is an "Advanced" link. Three numbered callouts are present: 1. "Type your reply here!" pointing to the text input area. 2. "Click Advanced to add images or" pointing to the "Advanced" link. 3. "Click to complete your post." pointing to the "Post to forum" button.

Final Assignment

- Your final assignment will be to upload the Universal Class Certificate for the Microsoft Word 2021 course.
- Universal Class will give this to you when you complete all lessons
- You can download and save the certificate file, and upload that into MSL Learn.
- You must also complete the MSL Learn Course Evaluation

CE Information

- 7 hours of Technology CE for MSL Certification
- Can qualify for OPI credit (contact Colet Bartow)
- If you would like to participate, please log into MSL Learn at mtstatelibrary.moonami.com and enroll in the course!

The Future of Technology Training

- Depending on feedback from this cohort, we might offer this cohort model regularly with other topics
- We hope to build baseline knowledge through self-paced learning so that we can put our active training efforts on more focused technology needs
- Capitalizing on the high-quality self-paced resources that already exist

Questions? Comments?



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